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**The Corporation of the  
City of Hamilton**

**Treasury Department**

**ANALYSIS OF RESERVES**



**City of Hamilton  
Treasury**

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as of April 30, 1991

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**I. R. Hammel  
Acting City Treasurer**

**June 14, 1991**





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**City of Hamilton  
Treasury**

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EXECUTIVE SUMMARY

This report was requested by the Finance and Administration Committee at its meeting of May 9, 1991 due to a concern that the reserve/reserve fund balance could be applied to reduce the mill rate.

The report defines the types of reserve accounts being held. It also describes the Provincial and Municipal legislation which authorizes or requires reserves to be set up and the accounting principals which govern the accounting for reserves.

The City of Hamilton financial statements as at December 31, 1990 showed a total reserve/reserve fund balance of \$93.8 million, exclusive of commitments. As explained in the introductory section of this report, commitments do not conform to Ministry of Municipal Affairs reporting guidelines and are, therefore, excluded.

Reserve account balances, as at April 30, 1991, were as follows:

|                   |                   |
|-------------------|-------------------|
| General Ledger    | \$ 87,469,687     |
| Less: Commitments | <u>34,068,284</u> |
| Net Balance       | \$ 53,401,403     |
|                   | =====             |

Another significant area discussed is that of obligatory versus discretionary reserves. The following is a list of the obligatory/restricted reserve accounts, inclusive of commitments as at April 30, 1991:

|                                             |                |
|---------------------------------------------|----------------|
| Services for Unsubdivided Lands Development | \$ (170,369)   |
| Debt Charges                                | 1,157,401      |
| Capital Projects - C.U.P.                   | 43,865         |
| 5% Parkland Fund                            | (135,168)      |
| Off-Street Parking                          | 2,898,155      |
| Capital Projects - City                     | 2,318,608      |
| - Library                                   | 84,164         |
| - H.E.C.F.I.                                | 710,663        |
| - H.E.C.F.I. - ticket surcharge             | 288,435        |
| - S.P.C.A.                                  | 242,094        |
| City Vehicle insurance                      | 514,279        |
| Library Reserves                            | <u>658,719</u> |
| Total                                       | \$ 8,610,446   |
|                                             | =====          |

The foregoing reserves are required to be set under the following authorities:

|                   |                                               |
|-------------------|-----------------------------------------------|
| The Municipal Act | - Sections 166 (1), 208 (55e), 316(4), 298(3) |
| The Planning Act  | - Sections 36(1), 39(3), 50(12)               |
| City By-laws      | - No. 9413, 84-252                            |







EXECUTIVE SUMMARY - (continued)

It should be noted that there are a number of discretionary reserve accounts which are, in fact, underfunded. These accounts, reflected Appendix "A", represent a total underfunding in the amount of \$31,944,985.

Additionally, the total reserve balance reflects a few accounts which are very significant in size (e.g. the Dofasco Appeal, Contingency, and Uninsured Losses). The total of these commitments and obligations is as follows:

|                                                      |                  |
|------------------------------------------------------|------------------|
| Reserve/Reserve Fund commitments<br>per Appendix "A" | \$ 34,068,284    |
| Obligatory Reserve Funds<br>shown on Page 1          | 8,610,446        |
| Underfunding per Appendix "A"                        | 31,944,985       |
| Dofasco Appeal                                       | 5,500,534        |
| Contingency & Uninsured Losses                       | <u>3,726,795</u> |
| Total                                                | \$ 83,851,044    |
|                                                      | =====            |

The above total does not begin to reflect the many other financial undertakings being considered such as Right-sizing Employees as approved in the 1991 budget process. It must also be pointed out that the obligatory reserve funds for capital projects are low and the 5% Park Fund account is totally depleted. These reserves will also be requiring additional funding in order to meet the next five years of capital funding.

With these considerations in mind, the reserve account balances as at April 30, 1991, in the amount of \$87,469,687, appear inadequate when one takes into the account the numerous responsibilities and undertakings of this municipality as well as the current economic situation.



### INTRODUCTION

This report on reserves is being presented in the response to a request from the Finance and Administration Committee.

At its meeting of May 9, 1991, the Finance and Administration Committee was presented with the 1990 City of Hamilton financial statements. The City's External Auditor, Mr. Mike Collyer, gave his opinion on the financial statements to the Committee. In his analysis of the statements, Mr. Collyer made reference to the size and the growth of the reserve accounts over the last several years.

The Committee members questioned the amount, purpose and necessity for the growth in the reserve and also questioned whether the reserve funds could be applied to reduce the tax burden.

The Committee requested the Treasurer to provide a report on the reserve for their review and analysis at the June meeting.





## DEFINITIONS AND LEGAL RESTRICTIONS

### RESERVES

Reserves are set up under the requirements of the Statutes of Ontario and under guidelines issued by the Ministry of Municipal Affairs. Additional requirements and guidelines are set out by the Canadian Institute of Chartered Accountants.

A reserve is an allocation of net revenue and has the following general characteristics:

- it does not relate to any specific asset
- it cannot have a revenue or an expense of itself (a reserve fund, described below, differs from a reserve in this respect)
- it is authorized under Section 164(2) of the Municipal Act and other similar Municipal Acts, and
- it may be established for a predetermined purpose and applied for that purpose

Examples of reserves follow:

1. Reserve for Working Funds
2. Reserve for Contingencies
3. Reserve for Equipment Replacement

### RESERVE FUNDS

Reserve funds differ from reserves in that reserve fund assets are segregated from other assets and access to the fund is restricted to applications which meet the purpose of the fund. There are two types of reserve funds:

#### Obligatory Reserve Funds

These funds are required to be created by statute and may be used only for the purpose prescribed for them. Some examples follow:

1. Revenue in lieu of park land - Section 50(12) of the Planning Act
2. Revenue in lieu of off-street parking - Section 39(3) of the Planning Act
3. Monies received under the Community Heritage Fund Program





DEFINITIONS AND LEGAL RESTRICTIONS - (continued)RESERVE FUNDS - continuedDiscretionary Reserve Funds

These funds are created under Section 165 of the Municipal Act. They are established whenever a council wishes to earmark revenues to finance a future project for which it has the authority to spend money, for example:

1. Land Acquisitions
2. Capital Projects
3. Self Insurance

REPORTING REQUIREMENTS

The various reserves and reserve funds are disclosed on the financial statements so that the Ministry of Municipal Affairs can confirm that the reserves conform to regulations.

The reserves and reserve funds are consolidated with those of the various local boards in accordance with Section 1006 of the Municipal Financial Reporting Handbook, however, the funds are held in accordance with the legislation and purposes for which each fund was established and are to be administered accordingly.

Section 1004 of the Municipal Financial Reporting Handbook requires that revenues and expenditures be reported on the accrual basis, that is:

- revenues should be recognized in the accounting period in which they become available, and
- expenditures should be recognized in the accounting period in which they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

A "commitment" of reserve monies may nevertheless exist in the form of a Council Resolution or other assignment of funds due to a planned or potential liability. For Ministry financial statement purposes, a commitment does not conform to the requirements of accrual accounting as described above and, therefore, commitments must be excluded from financial statements presented to the Ministry. However, commitments are an integral part of our financial reporting and strategic control. As many of them exist through Council resolutions, they may also have a legal nature.





DEFINITIONS AND LEGAL RESTRICTIONS - (continued)RESERVES AND COMMITMENTS

Appendices "A" and "B" attached, provide analyses of Reserve and Reserve Fund balances and the commitments attached to those accounts as follows:

Appendix A:

This schedule provides April 30, 1991 balances, and in column 7 specifies the amount by which an account is underfunded. The funding level is determined to maintain full funding in the account for the following year and is presented to Council for its approval annually in this report.

Appendix B:

This appendix provides historical background.





DISCUSSION OF SELECTED DISCRETIONARY RESERVES

|                                   |                   |
|-----------------------------------|-------------------|
|                                   | Apr 30, 1991      |
|                                   | <u>Net Actual</u> |
| Replacement of Mobile Equipment   | \$ 5,611,743      |
| Major Repairs to Mobile Equipment | 1,282,520         |

The Ministry recognizes that reserves such as the above provide a smoothing effect on the mill rate for the replacement of costly vehicles and equipment. Appendix "A" shows the first reserve listed as being severely underfunded due to the dual effects of inadequate replenishment of the reserve in earlier years and due to the effect of spiralling costs due to inflation.

|                    |                   |
|--------------------|-------------------|
|                    | Apr 30, 1991      |
|                    | <u>Net Actual</u> |
| Property Purchases | \$ (1,626,536)    |

The deficit in the above reserve is due to various commitments, including one million dollars annually for a "revolving fund" to Non-Profit Housing (approved by Council on August 26, 1986); the Enclaves Clearance Program (approved July 28, 1987); expropriation of 837 West 5th; the Lax property; Urban renewal; and the development costs for Wheten Court.

In my memo dated December 20, 1990, I recommended to Council that they be very selective in any future property purchases due to the depleted condition of this account.

|                |                   |
|----------------|-------------------|
|                | Apr 30, 1991      |
|                | <u>Net Actual</u> |
| Dofasco Appeal | \$ 5,500,534      |

On September 29, 1987, Council approved the creation of this reserve as protection against a contingent loss which may arise from the appeal of Dofasco of 1983 to 1987 realty and business taxes. The recognition of this contingent loss is recommended under the Municipal Financial Reporting Handbook (section 2011) and the CICA Handbook (section 3290).





DISCUSSION OF SELECTED DISCRETIONARY RESERVES - (continued)

|                       | <u>Apr 30, 1991</u><br><u>Net Actual</u> |
|-----------------------|------------------------------------------|
| Sick Leave            | \$ 3,408,080                             |
| Workers' Compensation | 768,576                                  |
| Long Term Disability  | 6,800,386                                |

As stated in Note 5 to the 1990 Financial Statements (pursuant to the Municipal Financial Reporting Handbook, Section 3004.7), the liability for vested sick days, as at December 31, 1990, amounted to \$11.3 million. The Sick Leave Reserve account is, therefore, shown as being underfunded by \$7.8 million on Appendix "A" of this report.

The Workers' Compensation Reserve is necessitated by the terms of the Workers' Compensation Act to protect from any extraordinary liability.

The purpose of the Long Term Disability Reserve is to prepare for eventual transition to self-insurance with a view to reduce future mill rates.

|                                                                        | <u>Apr 30, 1991</u><br><u>Net Actual</u> |
|------------------------------------------------------------------------|------------------------------------------|
| Contingency                                                            | \$ 1,099,317                             |
| Uninsured Losses - Fire & Public Liability                             | 2,627,478                                |
| Working Funds, Inventories,<br>Reduction of Taxes and Prepaid Expenses | 13,203,552                               |

The above reserves, common to all municipalities, are recommended financial management and control techniques according the Municipal Financial Reporting Handbook (Section 2011) and the CICA Handbook (Section 3260).

These accounts allow the City to meet unforeseen expenditures without incurring costly short-term borrowing and without affecting the mill rate. Examples of some of the non-recurring expenditures which have been charged to these accounts are premiums on cancellations of bonds and debentures and the financing of Terra Nova.

An Uninsured Loss account is necessary to cover losses which are less than the deductible amount on insurance policies and to conform to Section 6560 of the CICA Handbook. The deductible amount is \$50,000 on fire insurance and \$2,000,000 on liability insurance.



DISCUSSION OF SELECTED DISCRETIONARY RESERVES - (continued)

With respect to Working Fund accounts, the level of the reserve is based on a percentage of taxes receivable at the end of the year. In my memo of January 18, 1991, I discussed the increase in the level of taxes receivable at the end of 1990 which has necessitated the current level of the Working Funds reserve.





### CONCLUSIONS

As explained in the previous pages, reserves and reserve funds are set up for many purposes.

Many of our reserves and reserve funds are, under the Ministry of Municipal Affairs guidelines, obligatory by nature and access to them is restricted. Other funds, including those set up for local boards, are for specific and predetermined purposes. The accounts are classified according to various categories as indicated in the Executive Summary, pages 1 and 2.

A substantial portion of the reserve funds total consists of discretionary reserve accounts. When considering these accounts, one must bear in mind that:

- the Ministry financial statements do not reflect commitments
- some of the accounts are, in fact, presently underfunded according to the level of reserve needed for the specified purpose
- the protection provided by many of these accounts is endorsed by the Ministry as good accounting and business practices and have, in fact, been created by resolutions of Council

In summary, our goals have been to maintain effective business management and accountability to the Ministry's accounting guidelines and auditing standards.





**City of Hamilton  
Treasury**

**APPENDIX "A"**



SUMMARY OF RESERVE ACCOUNTS  
as at April 30, 1991

| Page<br>Number<br>(1) | Name of Reserve/Reserve Fund<br>(2)                        | Account<br>Number<br>(3) | General<br>Ledger<br>Balance<br>(4) | Commitment<br>(5) | Balance<br>Available<br>(6) | Underfunded<br>by<br>(7) |
|-----------------------|------------------------------------------------------------|--------------------------|-------------------------------------|-------------------|-----------------------------|--------------------------|
| 1                     | Replacement of Mobile Equipment                            | CH 00101                 | \$10,665,969                        | \$ 5,054,226      | \$ 5,611,743                | \$6,000,000              |
| 2                     | Property Purchases                                         | CH 00102                 | 2,684,464                           | 4,311,000         | (1,626,536)                 | 1,626,536                |
| 3                     | Major Repairs to Mobile Equipment                          | CH 00103                 | 1,446,054                           | 163,534           | 1,282,520                   |                          |
| 4                     | Special Events Subsidy                                     | CH 00104                 | 77,948                              | 77,948            | 0                           |                          |
| 5                     | Dofasco Appeal                                             | CH 00106                 | 5,500,534                           |                   | 5,500,534                   |                          |
| 6                     | Services for Unsubdivided Lands                            |                          |                                     |                   |                             |                          |
| 7                     | Development                                                | CH 00107                 | 1,299,857                           | 1,470,226         | (170,369)                   | 170,369                  |
| 8                     | Debt Charges                                               | CH 00108                 | 2,844,849                           | 1,687,448         | 1,157,401                   |                          |
| 9                     | Major Repairs and Improvements<br>to City-Owned Properties | CH 00109                 | 688,078                             |                   | 688,078                     |                          |
| 10                    | Snow Control and Storm Damage                              | CH 00112                 | 1,253,509                           | 500,000           | 753,509                     |                          |
| 11                    | Sick Leave on Resignation                                  | CH 00113                 | 3,629,530                           | 221,450           | 3,408,080                   | 7,890,488                |
| 12                    | Office Equipment                                           | CH 00114                 | 345,254                             | 5,265             | 339,989                     |                          |
| 13                    | Contingency                                                | CH 00115                 | 1,315,544                           | 216,227           | 1,099,317                   |                          |
| 14                    | Acquisition of Lands in the<br>Alpha Enclave               | CH 00116                 | 161,052                             | 18,000            | 143,052                     |                          |
| 15                    | Uninsured Losses - Fire &<br>Public Liability              | CH 00117                 | 2,777,478                           | 150,000           | 2,627,478                   |                          |
| 16                    | Workers' Compensation                                      | CH 00118                 | 768,576                             |                   | 768,576                     |                          |
| 17                    | Realty Taxes Beach Strip Properties                        | CH 00119                 | 60,115                              | 48,664            | 11,451                      |                          |
|                       | Acquisition of Historic Properties                         | CH 00120                 | 257,434                             |                   | 257,434                     |                          |





SUMMARY OF RESERVE ACCOUNTS  
as at April 30, 1991

| Page<br>Number<br>(1) | Name of Reserve/Reserve Fund<br>(2)                                  | Account<br>Number<br>(3) | General<br>Ledger<br>Balance<br>(4) | Commitment<br>(5) | Balance<br>Available<br>(6) | Underfunded<br>by<br>(7) |
|-----------------------|----------------------------------------------------------------------|--------------------------|-------------------------------------|-------------------|-----------------------------|--------------------------|
| 18                    | Historic Fire Engine                                                 | CH 00121                 | \$ 6,262                            | \$                | \$ 6,262                    | \$                       |
| 19                    | Maintenance of Playground Facilities                                 | CH 00122                 | 43,897                              |                   | 43,897                      |                          |
| 20                    | Election Expenses                                                    | CH 00123                 | 344,406                             | 344,406           | 0                           |                          |
| 21                    | Long Term Disability Plan                                            | CH 00125/<br>CH 00176    | 6,800,386                           |                   | 6,800,386                   |                          |
| 22                    | Hosting of Conferences with Municipal<br>Subject Content             | CH 00126                 | 84,667                              | 4,000             | 80,667                      |                          |
| 23                    | Hamilton Scourge Foundation                                          | CH 00127                 | 11,338                              | 11,338            | 0                           |                          |
| 24                    | Hosting of Special Dignitaries                                       | CH 00128                 | 91,067                              | 21,826            | 69,241                      |                          |
| 25                    | Capital Projects - Central<br>Utilities Plant (C.U.P.)               | CH 00132                 | 278,865                             | 235,000           | 43,865                      |                          |
| 26                    | Compensation Adjustments Under<br>Pay Equity Act                     | CH 00133                 | 1,728,789                           | 1,728,789         | 0                           |                          |
| 27                    | Project Management                                                   | CH 00134                 | 1,169,867                           | 1,169,867         | 0                           |                          |
| 28                    | Tax Stabilization                                                    | CH 00135                 | 1,703,100                           | 1,703,100         |                             |                          |
| 29                    | Deferred Income Plan for City<br>Council Members                     | CH 00171                 | 593,106                             |                   | 593,106                     |                          |
| 30                    | Working Funds, Inventories,<br>Reduction of Taxes & Prepaid Expenses | CH 00172                 | 13,203,552                          |                   | 13,203,552                  | 16,022,524               |





**SUMMARY OF RESERVE ACCOUNTS**  
as at April 30, 1991

| Page<br>Number<br>(1) | Name of Reserve/Reserve Fund<br>(2)                                         | Account<br>Number<br>(3) | General<br>Ledger<br>Balance<br>(4) | Commitment<br>(5)   | Balance<br>Available<br>(6) | Underfunded<br>by<br>(7) |
|-----------------------|-----------------------------------------------------------------------------|--------------------------|-------------------------------------|---------------------|-----------------------------|--------------------------|
| 31                    | Annualization                                                               | CH 00177                 | \$ 1,846,550                        | \$                  | \$ 1,846,550                | \$                       |
| 32                    | Future Pension Liabilities                                                  | CH 00178                 | 969,142                             |                     | 969,142                     |                          |
| 33                    | 5% Parks Funds (Acquisition of<br>properties under the Planning Act)        | CH 00201                 | 3,981,552                           | 4,116,720           | (135,168)                   | 135,168                  |
| 34                    | Off-Street Parking                                                          | CH 00202                 | 3,823,155                           | 925,000             | 2,898,155                   |                          |
| 35                    | Capital Projects                                                            | CH 00203                 | 8,276,983                           | 5,958,375           | 2,318,608                   |                          |
| 36                    | Hamilton Public Library - Capital<br>Projects                               | CH 00204                 | 382,164                             | 298,000             | 84,164                      |                          |
| 37                    | Park Improvements at Ivor Wynne<br>Stadium                                  | CH 00205                 | 312,929                             |                     | 312,929                     |                          |
| 38                    | Hamilton Entertainment and Convention<br>Facilities Inc. - Capital Projects | CH 00206                 | 1,098,663                           | 388,000             | 710,663                     |                          |
| 39                    | Hamilton Entertainment and Convention<br>Facilities Inc. - Hamilton Place   | CH 00207                 | 302,701                             | 14,666              | 288,035                     |                          |
| 40                    | - Capital Projects - Ticket Surcharge                                       | CH 00208                 | 3,225,209                           | 3,225,209           | 0                           |                          |
| 41                    | Parcel Project                                                              | CH 00209                 | 242,094                             |                     | 242,094                     |                          |
| 42                    | Reserve for Hamilton SPCA Capital<br>Project                                | CH 00290                 | 514,279                             |                     | 514,279                     |                          |
|                       | City Vehicle Insurance                                                      |                          |                                     |                     |                             |                          |
|                       |                                                                             |                          | <u>\$86,810,968</u>                 | <u>\$34,068,284</u> | <u>\$52,742,684</u>         | <u>\$31,944,985</u>      |



**SUMMARY OF RESERVE ACCOUNTS**  
as at April 30, 1991

| Page<br>Number<br>(1)          | Name of Reserve/Reserve Fund<br>(2) | Account<br>Number<br>(3) | General<br>Ledger<br>Balance<br>(4) | Commitment<br>(5)   | Balance<br>Available<br>(6) | Underfunded<br>by<br>(7) |
|--------------------------------|-------------------------------------|--------------------------|-------------------------------------|---------------------|-----------------------------|--------------------------|
| Local Boards' Reserve Accounts |                                     |                          |                                     |                     |                             |                          |
| <u>Hamilton Public Library</u> |                                     |                          |                                     |                     |                             |                          |
|                                | Purchase of Books                   | LB 00105                 | \$ 6,033                            | \$                  | \$ 6,033                    | \$                       |
|                                | Miscellaneous Collections           | LB 00106                 | 32,190                              |                     | 32,190                      |                          |
|                                | Mobile Equipment                    | LB 00101                 | 122,854                             |                     | 122,854                     |                          |
|                                | Replacement of Photocopiers         | LB 00102                 | 27,464                              |                     | 27,464                      |                          |
|                                | Repair Grounds                      | LB 00103                 | 10,917                              |                     | 10,917                      |                          |
|                                | Repair Buildings                    | LB 00104                 | 163,303                             |                     | 163,303                     |                          |
|                                | Film Replacement                    | LB 00107                 | 156,451                             |                     | 156,451                     |                          |
|                                | Automated Acquisition               | LB 00108                 | 6,300                               |                     | 6,300                       |                          |
|                                | Non-Book Library Material           | LB 00109                 | 133,207                             |                     | 133,207                     |                          |
|                                |                                     |                          | <u>\$ 658,719</u>                   | <u>\$</u>           | <u>\$ 658,719</u>           | <u>\$</u>                |
|                                | Total Reserve Accounts, including   |                          |                                     |                     |                             |                          |
|                                | Local Boards' Reserve Accounts      |                          | <u>\$87,469,687</u>                 | <u>\$34,068,284</u> | <u>\$53,401,403</u>         | <u>\$31,944,985</u>      |





City of Hamilton  
Treasury

APPENDIX "B"





## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

1) NAME Replacement of Mobile Equipment

2) CENTRE NUMBER CH 00101

3) YEAR OF ORIGIN 1956 (Item 1 of the 9th Report of the Board of Control adopted by City Council March 19, 1956.)

4) PURPOSE Replacement of obsolete vehicles (cars and trucks) and equipment (snow plows, garbage packers).

5) FUNDING SOURCE(S) Provision from Current Budget

6) PRESENT BALANCE:

|                          |                      |                       |
|--------------------------|----------------------|-----------------------|
| PER GENERAL LEDGER       | as at April 30, 1991 | \$10,665,969          |
| LESS: ACTUAL COMMITMENTS | \$5,054,226          |                       |
| : MEMO COMMITMENTS       | _____                | <u>5,054,226</u>      |
| AVAILABLE BALANCE        |                      | \$ 5,611,743<br>===== |

7) IS THE AVAILABLE  
BALANCE ADEQUATE YES \_\_\_\_\_ NO X

NOTE: To maintain the reserve at 100% level of the accumulated depreciation, the fund should be increased by \$6 million to cover the original book value of the mobile equipment. This would not cover any inflationary cost increase.



## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

1) NAME Property Purchases

2) CENTRE NUMBER CH 00102

3) YEAR OF ORIGIN 1961

4) PURPOSE To finance the acquisition of properties for Civic purposes.

5) FUNDING SOURCE(S) The proceeds from sale of lands and buildings vested in The Corporation of the City of Hamilton (Authorized by Item 24 of the 9th Report of the Board of Control adopted by City Council March 28, 1961).

6) PRESENT BALANCE:

|                           |                      |                  |
|---------------------------|----------------------|------------------|
| PER TRIAL BALANCE         | as at April 30, 1991 | \$ 2,684,464     |
| LESS: ACTUAL COMMITMENTS  | \$ 66,000            |                  |
| 1991 Capital Requirements | 800,000              |                  |
| : MEMO COMMITMENTS - 1991 | <u>2,845,000</u>     | <u>4,311,000</u> |
| AVAILABLE BALANCE         |                      | \$(1,626,536)    |
|                           |                      | =====            |

7) IS THE AVAILABLE  
BALANCE ADEQUATE YES \_\_\_\_\_ NO \_\_\_\_\_  
X

NOTE: Recommended level - should be maintained at a net balance of \$2,500,000.





CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Major Repairs to Mobile Equipment
- 2) CENTRE NUMBER CH 00103
- 3) YEAR OF ORIGIN 1975
- 4) PURPOSE Major repairs of City vehicles such as drive train, motor overhaul, brake replacement, body work, hydraulic system overhaul, water tank replacement, fire pump overhaul, frames (repairs and alignment), aerial ladder testing and repair replacement of ground ladders.
- 5) FUNDING SOURCE(S) Provision from Current Budget.
- 6) PRESENT BALANCE:
- |                          |                             |                      |
|--------------------------|-----------------------------|----------------------|
| PER GENERAL LEDGER       | as at April 30, 1991        | \$1,446,054          |
| LESS: ACTUAL COMMITMENTS | \$163,534                   |                      |
| : MEMO COMMITMENTS       | <u>                    </u> | <u>163,534</u>       |
| AVAILABLE BALANCE        |                             | \$1,282,520<br>===== |
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE
- |     |                   |    |                   |
|-----|-------------------|----|-------------------|
| YES | <u>          </u> | NO | <u>          </u> |
|     | <u>X</u>          |    | <u>          </u> |





CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Special Events Subsidy
- 2) CENTRE NUMBER CH 00104
- 3) YEAR OF ORIGIN 1986 (authorized by the Executive Committee March 13, 1986).
- 4) PURPOSE To establish a fund to assist H.E.C.F.I. in competing on a Provincial, National and International level for convention business.
- 5) FUNDING SOURCE(S) Current Budget allocation.
- 6) PRESENT BALANCE:
- |                          |                      |               |
|--------------------------|----------------------|---------------|
| PER GENERAL LEDGER       | as at April 30, 1991 | \$77,948      |
| LESS: ACTUAL COMMITMENTS | \$                   |               |
| : MEMO COMMITMENTS       | <u>77,948</u>        | <u>77,948</u> |
| AVAILABLE BALANCE        |                      | \$ 0<br>===== |
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE
- |     |               |    |               |
|-----|---------------|----|---------------|
| YES | <u>X</u>      | NO | <u>      </u> |
|     | <u>      </u> |    | <u>      </u> |



## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Dofasco Appeal
- 2) CENTRE NUMBER CH 00106
- 3) YEAR OF ORIGIN 1987 (Adopted by City Council September 29, 1987  
as per 15th report of the Finance Committee,  
Item 8.)
- 4) PURPOSE Establish funds for potential loss of tax revenue re  
Dofasco appeal of 1983 to 1987 Realty and Business Tax.
- 5) FUNDING SOURCE(S) Provision from Current Budget.
- 6) PRESENT BALANCE:
- |                          |                      |                      |
|--------------------------|----------------------|----------------------|
| PER GENERAL LEDGER       | as at April 30, 1991 | \$5,500,534          |
| LESS: ACTUAL COMMITMENTS | \$                   |                      |
| : MEMO COMMITMENTS       | _____                | _____                |
| AVAILABLE BALANCE        |                      | \$5,500,534<br>===== |
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE
- |     |          |    |       |
|-----|----------|----|-------|
| YES | <u>X</u> | NO | _____ |
|     | _____    |    | _____ |





CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Services for Unsubdivided Lands Development
- 2) CENTRE NUMBER CH 00107
- 3) YEAR OF ORIGIN 1964 (By-law 9413 c.m. July 25, 1961)
- 4) PURPOSE To finance City's share of services in subdivisions for installation of preliminary roads, catchbasins, curbs and walks, final roads, sodding, trees, street lighting, sewers and watermain; and through unsubdivided lands for construction of preliminary roads and pathways.
- 5) FUNDING SOURCE(S) Sale of 1' reserves (1' strip of land, inside or outside road allowance, held by City until services are installed and paid for, conveyed to developer for \$1 plus City's cost of installing those services).

6) PRESENT BALANCE:

|                           |                      |                  |
|---------------------------|----------------------|------------------|
| PER GENERAL LEDGER        | as at April 30, 1991 | \$1,299,857      |
| LESS: ACTUAL COMMITMENTS  | \$ 470,226           |                  |
| : MEMO COMMITMENTS - 1991 |                      |                  |
| 1991 Capital Requirements | <u>1,000,000</u>     | <u>1,470,226</u> |
| AVAILABLE BALANCE         |                      | \$ (170,369)     |
|                           |                      | =====            |

- 7) IS THE AVAILABLE  
BALANCE ADEQUATE
- |     |       |    |          |
|-----|-------|----|----------|
| YES | _____ | NO | _____    |
|     | _____ |    | <u>X</u> |





## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

1) NAME Debt Charges

2) CENTRE NUMBER CH 00108/CH 13013 00001

3) YEAR OF ORIGIN 1968

4) PURPOSE Allowance for debt charges, cost on commutation of locals and provision to write off discounts whenever debentures for capital projects are sold at a discount.

5) FUNDING SOURCE(S) Provision from Current Budget

6) PRESENT BALANCE:

|                                        |                      |                  |
|----------------------------------------|----------------------|------------------|
| PER GENERAL LEDGER                     | as at April 30, 1991 | \$2,844,849      |
| LESS: ACTUAL INVESTMENTS - purchase    | \$1,687,448          |                  |
| of debentures for owner's share locals |                      |                  |
| : MEMO COMMITMENTS                     |                      |                  |
|                                        |                      | <u>1,687,448</u> |
| AVAILABLE BALANCE                      |                      | \$1,157,401      |
|                                        |                      | =====            |

7) IS THE AVAILABLE  
BALANCE ADEQUATE

|     |               |    |               |
|-----|---------------|----|---------------|
| YES | <u>X</u>      | NO | <u>      </u> |
|     | <u>      </u> |    | <u>      </u> |



CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Major Repairs and Improvements to City Owned Properties
- 2) CENTRE NUMBER CH 00109
- 3) YEAR OF ORIGIN 1971 (description of Reserve revised as per Item 6 of the 3rd Report of the Finance Committee adopted by City Council February 14, 1984).
- 4) PURPOSE Major repairs and improvements to all City owned property, with estimated costs of over \$10,000 to a maximum of \$50,000.
- 5) FUNDING SOURCE(S) Net rental revenue less operating expenditure of city-owned rented properties.
- 6) PRESENT BALANCE:
 

|                          |                      |                    |
|--------------------------|----------------------|--------------------|
| PER GENERAL LEDGER       | as at April 30, 1991 | \$688,078          |
| LESS: ACTUAL COMMITMENTS | \$                   |                    |
| : MEMO COMMITMENTS       | _____                | _____              |
| AVAILABLE BALANCE        |                      | \$688,078<br>===== |
- 7) IS THE AVAILABLE BALANCE ADEQUATE
 

|     |       |    |       |
|-----|-------|----|-------|
| YES | X     | NO |       |
|     | _____ |    | _____ |





CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Snow Control and Storm Damage
- 2) CENTRE NUMBER CH 00112
- 3) YEAR OF ORIGIN 1981
- 4) PURPOSE To cover costs in excess of budget resulting from unusually heavy snowfall and storm damage due to heavy rainfall.
- 5) FUNDING SOURCE(S) Provision from the year end surplus distribution.
- 6) PRESENT BALANCE:
- |                          |                      |                     |
|--------------------------|----------------------|---------------------|
| PER GENERAL LEDGER       | as at April 30, 1991 | \$1,253,509         |
| LESS: ACTUAL COMMITMENTS | \$                   |                     |
| : MEMO COMMITMENTS       | <u>500,000</u>       | <u>500,000</u>      |
| AVAILABLE BALANCE        |                      | \$ 753,509<br>===== |
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE YES X NO

NOTE: Fund balance should be maintained at a minimum of \$1,100,000.





CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Sick Leave
- 2) CENTRE NUMBER CH 00113
- 3) YEAR OF ORIGIN 1976
- 4) PURPOSE To finance payment of accumulated sick leave liability on resignation, death or retirement.
- 5) FUNDING SOURCE(S) Provision from Current Budget.
- 6) PRESENT BALANCE:
- |                          |                      |                      |
|--------------------------|----------------------|----------------------|
| PER GENERAL LEDGER       | as at April 30, 1991 | \$3,629,530          |
| LESS: ACTUAL COMMITMENTS | \$                   |                      |
| : MEMO COMMITMENTS       | <u>221,450</u>       | <u>221,450</u>       |
| AVAILABLE BALANCE        |                      | \$3,408,080<br>===== |
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE YES            NO             
X

NOTE: Present liability as at December 31, 1990 - \$11,298,568.



## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

1) NAME Office Equipment

2) CENTRE NUMBER CH 00114

3) YEAR OF ORIGIN 1976

4) PURPOSE Replacement of typewriters, calculators, cash registers, mimeograph equipment, dictating equipment, photocopiers, adding machine, electric pencil sharpeners, microfilm equipment, weigh scales.

5) FUNDING SOURCE(S) Provision from Current Budget/year end surplus.

6) PRESENT BALANCE:

|                          |                      |                    |
|--------------------------|----------------------|--------------------|
| PER GENERAL LEDGER       | as at April 30, 1991 | \$345,254          |
| LESS: ACTUAL COMMITMENTS | \$                   |                    |
| : MEMO COMMITMENTS       | _____                | <u>5,265</u>       |
| AVAILABLE BALANCE        |                      | \$339,989<br>===== |

7) IS THE AVAILABLE  
BALANCE ADEQUATE

|     |          |    |       |
|-----|----------|----|-------|
| YES | <u>X</u> | NO | _____ |
|     | _____    |    | _____ |





CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Contingency
- 2) CENTRE NUMBER CH 00115
- 3) YEAR OF ORIGIN 1976
- 4) PURPOSE Emergency funding for unforeseen causes.
- 5) FUNDING SOURCE(S) Provision from the year end surplus distribution.
- 6) PRESENT BALANCE:
 

|                          |                      |                      |
|--------------------------|----------------------|----------------------|
| PER GENERAL LEDGER       | as at April 30, 1991 | \$1,315,544          |
| LESS: ACTUAL COMMITMENTS | \$ 136,227           |                      |
| : MEMO COMMITMENTS       | <u>80,000</u>        | <u>216,227</u>       |
| AVAILABLE BALANCE        |                      | \$1,099,317<br>===== |
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE
 

|     |                   |    |                   |
|-----|-------------------|----|-------------------|
| YES | <u>X</u>          | NO |                   |
|     | <u>          </u> |    | <u>          </u> |



## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Acquisition of Lands in the Alpha Enclave
- 2) CENTRE NUMBER CH 00116
- 3) YEAR OF ORIGIN 1981 (Item 10 of the 15th Report of the Finance Committee adopted by City Council July 28, 1981).
- 4) PURPOSE Acquire land in the Alpha area  
- rehabilitation  
Usage is controlled by the Planning Department.
- 5) FUNDING SOURCE(S) Sale of the enclave lands  
  
Initially funded from the partial proceeds (part of 5.274 acres) of sale of industrial land to Dofasco Inc. in the gross amount of \$1,282,306.
- 6) PRESENT BALANCE:
- |                          |                      |               |
|--------------------------|----------------------|---------------|
| PER GENERAL LEDGER       | as at April 30, 1991 | \$161,052     |
| LESS: ACTUAL COMMITMENTS | \$18,000             |               |
| : MEMO COMMITMENTS       | _____                | <u>18,000</u> |
| AVAILABLE BALANCE        |                      | \$143,052     |
| Utility Covers           |                      | =====         |
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE YES X NO \_\_\_\_\_

NOTE: Fund balance is adequate in relation to expenditure for which it was originally proposed.





## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Uninsured Losses - Fire and Public Liability.
- 2) CENTRE NUMBER CH 00117
- 3) YEAR OF ORIGIN 1978
- 4) PURPOSE To pay for losses that arise within the \$50,000 deductible clause of Fire Insurance policy. Item 11 of the 18th Report of the Finance Committee adopted by City Council September 29, 1981. Also available to finance deductible of \$2 million on Liability policy.
- 5) FUNDING SOURCE(S) Current Estimates - premium charges, and transfers from other reserves.
- 6) PRESENT BALANCE:
- |                          |                      |                      |
|--------------------------|----------------------|----------------------|
| PER GENERAL LEDGER       | as at April 30, 1991 | \$2,777,478          |
| LESS: ACTUAL COMMITMENTS | \$150,000            |                      |
| : MEMO COMMITMENTS       |                      |                      |
|                          |                      | <u>150,000</u>       |
| AVAILABLE BALANCE        |                      | \$2,627,478<br>===== |
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE
- |     |               |    |               |
|-----|---------------|----|---------------|
| YES | <u>X</u>      | NO | <u>      </u> |
|     | <u>      </u> |    | <u>      </u> |

NOTE: Recommended level fund balance should be maintained at a net balance of \$2,000,000.



CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Workers' Compensation
- 2) CENTRE NUMBER CH 00118
- 3) YEAR OF ORIGIN 1978
- 4) PURPOSE Payment to Workers' Compensation Board in relation to injury related costs under Workers' Compensation Act.
- 5) FUNDING SOURCE(S) Provision from Current Budget.
- 6) PRESENT BALANCE:
- PER GENERAL LEDGER as at April 30, 1991 \$768,576
- LESS: ACTUAL COMMITMENTS
- : MEMO COMMITMENTS \_\_\_\_\_
- AVAILABLE BALANCE \$768,576  
=====
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE YES X NO \_\_\_\_\_





## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Realty Taxes Beach Strip Properties
- 2) CENTRE NUMBER CH 00119
- 3) YEAR OF ORIGIN 1979
- 4) PURPOSE Payment of taxes on Conservation Authority land rented by City.
- 5) FUNDING SOURCE(S) Provision from Current Budget.
- 6) PRESENT BALANCE:
- |                          |                      |                   |
|--------------------------|----------------------|-------------------|
| PER GENERAL LEDGER       | as at April 30, 1991 | \$60,115          |
| LESS: ACTUAL COMMITMENTS | \$48,664             |                   |
| : MEMO COMMITMENTS       | _____                | <u>48,664</u>     |
| AVAILABLE BALANCE        |                      | \$11,451<br>===== |
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE
- |     |          |    |       |
|-----|----------|----|-------|
| YES | <u>X</u> | NO | _____ |
|     | _____    |    | _____ |



CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Acquisition of Historic Properties
- 2) CENTRE NUMBER CH 00120
- 3) YEAR OF ORIGIN 1980 (Item 13 of 1st Report of Finance Committee adopted by City Council December 9, 1980).
- 4) PURPOSE Acquisition of Historical Properties in accordance with an agreement dated June 25, 1976 between the Ontario Heritage Foundation and the City.
- 5) FUNDING SOURCE(S) Land Sales
- Initially funded from the sale of "Sandyford Place" in the amount of \$100,000 as per Items 13/14 of the 1st Report of the Finance Committee adopted by City Council December 9, 1980.
- 6) PRESENT BALANCE:
- |                          |                      |                    |
|--------------------------|----------------------|--------------------|
| PER GENERAL LEDGER       | as at April 30, 1991 | \$257,434          |
| LESS: ACTUAL COMMITMENTS | \$                   |                    |
| : MEMO COMMITMENTS       |                      | _____              |
| AVAILABLE BALANCE        |                      | \$257,434<br>===== |
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE
- |     |          |    |       |
|-----|----------|----|-------|
| YES | <u>X</u> | NO | _____ |
|     | _____    |    | _____ |





CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Historic Fire Engine
- 2) CENTRE NUMBER CH 00121
- 3) YEAR OF ORIGIN 1980 (Item 2 of the 11th Report of the Parks and Recreation Committee adopted by City Council May 12, 1981).
- 4) PURPOSE To cover the estimated financial responsibility of the City for licensing and insuring a 1924 Ahrens Fox Pumper over a 20 year period.  
It is required because it is beyond the term of Council.
- 5) FUNDING SOURCE(S) Provision from the year end surplus distribution.
- 6) PRESENT BALANCE:
- PER GENERAL LEDGER as at April 30, 1991 \$6,262
- LESS: ACTUAL COMMITMENTS
- : MEMO COMMITMENTS \_\_\_\_\_
- AVAILABLE BALANCE \$6,262  
=====
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE YES X NO \_\_\_\_\_



CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Maintenance of Playground Facilities
- 2) CENTRE NUMBER CH 00122
- 3) YEAR OF ORIGIN 1982 (Item 6 of the 14th Report of the Finance Committee adopted by City Council July 27, 1982).
- 4) PURPOSE To provide for maintenance of playground facilities to be constructed under the Neighbourhood Improvement Program at St. Brigid's, Wentworth Street, West Avenue, Earl Kitchener, St. Patrick's, Fairfield, Roxborough, St. Helen's and Parkdale Schools. It is required because it is beyond the term of Council.
- 5) FUNDING SOURCE(S) Provision from Current Budget.
- 6) PRESENT BALANCE:
 

|                          |                      |                   |
|--------------------------|----------------------|-------------------|
| PER GENERAL LEDGER       | as at April 30, 1991 | \$43,897          |
| LESS: ACTUAL COMMITMENTS |                      |                   |
| : MEMO COMMITMENTS       |                      | _____             |
| AVAILABLE BALANCE        |                      | \$43,897<br>===== |
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE
 

|     |       |       |       |
|-----|-------|-------|-------|
| YES | X     | NO    |       |
|     | _____ | _____ | _____ |





CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Election Expense
- 2) CENTRE NUMBER CH 00123
- 3) YEAR OF ORIGIN 1984
- 4) PURPOSE To eliminate the fluctuation of annual mill rate resulting from the election expenditure every third year.
- 5) FUNDING SOURCE(S) Provision from Current Budget.
- 6) PRESENT BALANCE:
 

|                          |                      |                |
|--------------------------|----------------------|----------------|
| PER GENERAL LEDGER       | as at April 30, 1991 | \$344,406      |
| LESS: ACTUAL COMMITMENTS | \$                   |                |
| : MEMO COMMITMENTS       | <u>344,406</u>       | <u>344,406</u> |
| AVAILABLE BALANCE        |                      | \$ 0<br>=====  |
- 7) IS THE AVAILABLE BALANCE ADEQUATE
 

|     |               |    |               |
|-----|---------------|----|---------------|
| YES | <u>X</u>      | NO | <u>      </u> |
|     | <u>      </u> |    | <u>      </u> |



CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Long Term Disability Plan
- 2) CENTRE NUMBER CH 00125/CH 00176
- 3) YEAR OF ORIGIN 1985
- 4) PURPOSE To finance long term disability plan and group life insurance for eventual self insurance.
- 5) FUNDING SOURCE(S)
  - (a) Surplus from group life insurance premium paid to Canada Life.
  - (b) The difference between the long term disability premium rate and actual experience.
- 6) PRESENT BALANCE:
 

|                          |                      |                      |
|--------------------------|----------------------|----------------------|
| PER GENERAL LEDGER       | as at April 30, 1991 | \$6,800,386          |
| LESS: ACTUAL COMMITMENTS |                      |                      |
| : MEMO COMMITMENTS       |                      | _____                |
| AVAILABLE BALANCE        |                      | \$6,800,386<br>===== |
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE
 

|     |       |    |       |
|-----|-------|----|-------|
| YES | X     | NO |       |
|     | _____ |    | _____ |





## TREASURY

|    |                                      |                                                                                                                                                                                                                              |                           |
|----|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 1) | NAME                                 | Hosting of Conferences with Municipal Subject Content.                                                                                                                                                                       |                           |
| 2) | CENTRE NUMBER                        | CH 00126                                                                                                                                                                                                                     |                           |
| 3) | YEAR OF ORIGIN                       | 1987 (Originally adopted by City Council October 30/84 as per the 16th Report of the Legislation Committee, and as per item 1(a) and (b) of the 5th Report of the Executive Committee adopted by City Council March 8, 1988. |                           |
| 4) | PURPOSE                              | Hosting of Conferences with Municipal subject content.                                                                                                                                                                       |                           |
| 5) | FUNDING SOURCE(S)                    | Provisions from Current Budget on an annual basis with the funds available at year-end, or if required by a year-end surplus distribution.                                                                                   |                           |
| 6) | PRESENT BALANCE:                     |                                                                                                                                                                                                                              |                           |
|    | PER GENERAL LEDGER                   | as at April 30, 1991                                                                                                                                                                                                         | \$84,667                  |
|    | LESS: ACTUAL COMMITMENTS             | \$4,000                                                                                                                                                                                                                      |                           |
|    | : MEMO COMMITMENTS                   | <u>          </u>                                                                                                                                                                                                            | <u>4,000</u>              |
|    | AVAILABLE BALANCE                    |                                                                                                                                                                                                                              | \$80,667<br>=====         |
| 7) | IS THE AVAILABLE<br>BALANCE ADEQUATE | YES                                                                                                                                                                                                                          | <u>          </u><br>X NO |



## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Hamilton Scourge Foundation
- 2) CENTRE NUMBER CH 00127
- 3) YEAR OF ORIGIN 1987 (Adopted by City Council on May 25, 1982 as per 13th Report of the Parks and Recreation Committee. Funds set aside from 1987 Current Budget Surplus per Finance Committee February 23, 1988.)
- 4) PURPOSE Provide interest free loan from the City to The Hamilton and Scourge Foundation Inc. to a maximum of \$75,000.
- 5) FUNDING SOURCE(S) Provision from the year end surplus distribution.
- 6) PRESENT BALANCE:
- |                               |                      |               |
|-------------------------------|----------------------|---------------|
| PER GENERAL LEDGER            | as at April 30, 1991 | \$11,338      |
| LESS: ACTUAL COMMITMENTS      | \$                   |               |
| : MEMO COMMITMENTS            |                      |               |
| Municipal Heritage Trust Fund | <u>11,338</u>        | <u>11,338</u> |
| AVAILABLE BALANCE             |                      | \$ 0<br>===== |
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE
- |     |               |    |               |
|-----|---------------|----|---------------|
| YES | <u>X</u>      | NO | <u>      </u> |
|     | <u>      </u> |    | <u>      </u> |





## TREASURY

|    |                                      |                                               |                      |
|----|--------------------------------------|-----------------------------------------------|----------------------|
| 1) | NAME                                 | Hosting of Special Dignitaries                |                      |
| 2) | CENTRE NUMBER                        | CH 00128                                      |                      |
| 3) | YEAR OF ORIGIN                       | 1987                                          |                      |
| 4) | PURPOSE                              | To host royal visits and special dignitaries. |                      |
| 5) | FUNDING SOURCE(S)                    | Allocated out of 1988 year-end surplus.       |                      |
| 6) | PRESENT BALANCE:                     |                                               |                      |
|    | PER GENERAL LEDGER                   | as at April 30, 1991                          | \$91,067             |
|    | LESS: ACTUAL COMMITMENTS             | \$21,826                                      |                      |
|    | : MEMO COMMITMENTS                   | <u>          </u>                             | <u>21,826</u>        |
|    | AVAILABLE BALANCE                    |                                               | \$69,241<br>=====    |
| 7) | IS THE AVAILABLE<br>BALANCE ADEQUATE | YES <u>          </u><br>X                    | NO <u>          </u> |



## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Capital Projects - Central Utilities Plant (C.U.P.)
- 2) CENTRE NUMBER CH 00132
- 3) YEAR OF ORIGIN 1988
- 4) PURPOSE CUP Capital Expenditures
- 5) FUNDING SOURCE(S) Unexpended funds of current budget for C.U.P.
- 6) PRESENT BALANCE:
- |                           |                      |                    |
|---------------------------|----------------------|--------------------|
| PER GENERAL LEDGER        | as at April 30, 1991 | \$278,865          |
| LESS: ACTUAL COMMITMENTS  | \$                   |                    |
| 1991 Capital Requirements | 235,000              |                    |
| : MEMO COMMITMENTS        | <u>          </u>    | <u>235,000</u>     |
| AVAILABLE BALANCE         |                      | \$ 43,865<br>===== |
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE YES            NO             
X

NOTE: 1992-1995 capital requirements total \$785,000





## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Compensation Adjustments under the Pay Equity Act.
- 2) CENTRE NUMBER CH 00133
- 3) YEAR OF ORIGIN 1988 (Adopted by City Council March 8, 1988  
Human Resources.)
- 4) PURPOSE Pay Equity for Civic Employees.
- 5) FUNDING SOURCE(S) Provision from Current Budget.
- 6) PRESENT BALANCE:
- |                          |                      |                  |
|--------------------------|----------------------|------------------|
| PER GENERAL LEDGER       | as at April 30, 1991 | \$1,728,789      |
| LESS: ACTUAL COMMITMENTS | \$                   |                  |
| : MEMO COMMITMENTS       | <u>1,728,789</u>     | <u>1,728,789</u> |
| AVAILABLE BALANCE        |                      | \$ 0<br>=====    |
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE YES X NO

NOTE: Final adjustments and costs of this programme are still being determined.



CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Project Management
- 2) CENTRE NUMBER CH 00134
- 3) YEAR OF ORIGIN 1989
- 4) PURPOSE Establish a reserve for upgrading computer system for Tax Department.
- 5) FUNDING SOURCE(S) Provision from year end surplus.
- 6) PRESENT BALANCE:
 

|                          |                      |                  |
|--------------------------|----------------------|------------------|
| PER GENERAL LEDGER       | as at April 30, 1991 | \$1,169,867      |
| LESS: ACTUAL COMMITMENTS | \$                   |                  |
| : MEMO COMMITMENTS       | <u>1,169,867</u>     | <u>1,169,867</u> |
| AVAILABLE BALANCE        |                      | \$ 0<br>=====    |
- 7) IS THE AVAILABLE BALANCE ADEQUATE
 

|     |               |    |               |
|-----|---------------|----|---------------|
| YES | <u>X</u>      | NO | <u>      </u> |
|     | <u>      </u> |    | <u>      </u> |





## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Tax Stabilization
- 2) CENTRE NUMBER CH 00135
- 3) YEAR OF ORIGIN 1991 (Item 20(b) of the 3rd report of Finance and Administration adopted by City Council February 26, 1991.)
- 4) PURPOSE
- 5) FUNDING SOURCE(S) Provision from year-end surplus distribution
- 6) PRESENT BALANCE:
- |                          |                      |                  |
|--------------------------|----------------------|------------------|
| PER GENERAL LEDGER       | as at April 30, 1991 | \$1,703,100      |
| LESS: ACTUAL COMMITMENTS | \$                   |                  |
| : MEMO COMMITMENTS       | <u>1,703,100</u>     | <u>1,703,100</u> |
| AVAILABLE BALANCE        |                      | \$ 0<br>=====    |
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE YES X NO

NOTE: \$1.1 million committed for current revenues (Transfers from Reserves), and balance to assist funding early retirement proposals.



CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Deferred Income Plan for  
City Council Members
- 2) CENTRE NUMBER CH 00171
- 3) YEAR OF ORIGIN 1984
- 4) PURPOSE To provide supplementary retirement benefit to Council  
Members.
- 5) FUNDING SOURCE(S) Initial funding was transferred from the Reserve for  
Contingency. Funding on-going basis from Current  
Budget (presently \$37,000 year).
- 6) PRESENT BALANCE:  
  
PER GENERAL LEDGER as at April 30, 1991 \$593,106  
  
LESS: ACTUAL COMMITMENTS  
  
: MEMO COMMITMENTS \_\_\_\_\_  
  
AVAILABLE BALANCE \$593,106  
=====
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE YES X NO \_\_\_\_\_  
\_\_\_\_\_

NOTE: Actuarilly valued annually.





## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

1) NAME Working Funds, Inventories, Reduction of Taxation and Prepaid Expense

2) CENTRE NUMBER CH 00172

3) YEAR OF ORIGIN

4) PURPOSE To finance current budget expenditures until tax levies are collected and to provide funding for inventories, prepaid expenses and uncollected taxes.

5) FUNDING SOURCE(S)

6) PRESENT BALANCE:

PER GENERAL LEDGER as at April 30, 1991 \$13,203,552

LESS: ACTUAL COMMITMENTS

: MEMO COMMITMENTS

AVAILABLE BALANCE \$13,203,552  
=====

7) IS THE AVAILABLE  
BALANCE ADEQUATE YES \_\_\_\_\_ NO X

NOTE: It is recommended that this reserve be maintained at a level of 75% of outstanding taxes. The present shortfall is \$16,022,524 calculated as follows:

|                                                  |                |                  |
|--------------------------------------------------|----------------|------------------|
| Reserve Balance                                  |                | \$13,203,552     |
| Less: 100% of year end inventory                 | \$2,917,302    |                  |
| 100% of prepaid expenses                         | <u>415,395</u> | <u>3,332,697</u> |
| Balance Applicable to Tax Receivable             |                | 9,870,855        |
|                                                  |                | =====            |
| 75% of 1990 year end tax receivable (34,524,505) |                | 25,893,379       |
| Less balance available noted above               |                | <u>9,870,855</u> |
| Underfunded by                                   |                | 16,022,524       |
|                                                  |                | =====            |



CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

|    |                                   |                                                                                                                             |             |
|----|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------|
| 1) | NAME                              | Annualization                                                                                                               |             |
| 2) | CENTRE NUMBER                     | CH 00177                                                                                                                    |             |
| 3) | YEAR OF ORIGIN                    | 1989                                                                                                                        |             |
| 4) | PURPOSE                           | To help equalize estimates from one year to next due to annualization of new or enhanced programs for departmental budgets. |             |
| 5) | FUNDING SOURCE(S)                 | Provision from overall Curent Budget                                                                                        |             |
| 6) | PRESENT BALANCE:                  |                                                                                                                             |             |
|    | PER GENERAL LEDGER                | as at April 30, 1991                                                                                                        | \$1,846,550 |
|    | LESS: ACTUAL COMMITMENTS          |                                                                                                                             | \$          |
|    | : MEMO COMMITMENTS                | _____                                                                                                                       | _____       |
|    | AVAILABLE BALANCE                 |                                                                                                                             | \$1,846,550 |
|    | Utility Covers                    |                                                                                                                             | =====       |
| 7) | IS THE AVAILABLE BALANCE ADEQUATE | YES                                                                                                                         | NO          |
|    |                                   | X                                                                                                                           |             |

NOTE: This will be combined with "Reserve for Tax Stabilization" and will be available for use to fund early retirement proposals under the "right sizing" programme.





CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Future Pension Liabilities
- 2) CENTRE NUMBER CH 00178
- 3) YEAR OF ORIGIN 1991 (Item 19 of the 3rd report of Finance and Administration adopted by City Council February 26, 1991.)
- 4) PURPOSE To fund actuarial deficiencies in pension plans.
- 5) FUNDING SOURCE(S) Established from the reimbursement by OMERS of Employers overpayment.
- 6) PRESENT BALANCE:
 

|                    |                      |           |
|--------------------|----------------------|-----------|
| PER GENERAL LEDGER | as at April 30, 1991 | \$969,142 |
| LESS: ACTUAL       | COMMITMENTS          | \$        |
| : MEMO COMMITMENTS |                      | _____     |
| AVAILABLE BALANCE  |                      | \$969,142 |
| Utility Covers     |                      | =====     |
- 7) IS THE AVAILABLE BALANCE ADEQUATE
 

|       |       |       |       |
|-------|-------|-------|-------|
| YES   | X     | NO    |       |
| _____ | _____ | _____ | _____ |

NOTE: Future proposals include indexing of OMERS pension plan (with financial impact on HMRF).



## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME 5% Parks Funds (Acquisition of properties under the Planning Act.
- 2) CENTRE NUMBER CH 00201
- 3) YEAR OF ORIGIN Prior to 1964
- 4) PURPOSE To finance the acquisition and development, etc. of parkland under the Planning Act, R.S.O. 1980, Chapter 379.  
Section 25, Subsection (1) and Section 50, Subsection (12) of The Planning Act - 1983.
- 5) FUNDING SOURCE(S) i) 5% lands, or cash-in-lieu conveyed by developer.  
ii) Sale of land, originally acquired for parks as recreation purposes, but no longer required.  
iii) Rental of parkland.
- 6) PRESENT BALANCE:
- |                           |                      |                       |
|---------------------------|----------------------|-----------------------|
| PER GENERAL LEDGER        | as at April 30, 1991 | \$3,981,552           |
| LESS: ACTUAL COMMITMENTS  | \$ 116,720           |                       |
| : MEMO COMMITMENTS -      | -                    |                       |
| 1991 Capital Requirements | <u>4,000,000</u>     | <u>4,116,720</u>      |
| AVAILABLE BALANCE         |                      | \$ (135,168)<br>===== |
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE YES            NO             
X

NOTE: The funding requirement in the 1992-1995 Capital Programme is more than \$7 million.





## TREASURY

|    |                                   |                                                                                                                         |                               |
|----|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1) | NAME                              | Off-Street Parking                                                                                                      |                               |
| 2) |                                   | CH 00202                                                                                                                |                               |
| 3) | YEAR OF ORIGIN                    | Prior to 1964                                                                                                           |                               |
| 4) | PURPOSE                           | Purchase land and development of Off-Street Parking Facilities.                                                         |                               |
| 5) | FUNDING SOURCE(S)                 | Parking Authority current operating profit or loss from on-street parking meter operations and off-street parking lots. |                               |
| 6) | PRESENT BALANCE:                  |                                                                                                                         |                               |
|    | PER GENERAL LEDGER                | as at April 30, 1991                                                                                                    | \$3,823,155                   |
|    | LESS: ACTUAL COMMITMENTS          | \$                                                                                                                      |                               |
|    | : MEMO COMMITMENTS -              |                                                                                                                         |                               |
|    | Capital Requirements              | <u>925,000</u>                                                                                                          | <u>925,000</u>                |
|    | AVAILABLE BALANCE                 |                                                                                                                         | \$2,898,155                   |
|    |                                   |                                                                                                                         | =====                         |
| 7) | IS THE AVAILABLE BALANCE ADEQUATE | YES                                                                                                                     | <u>X</u> NO <u>          </u> |

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## TREASURY

|    |                                   |                                                                                        |    |                  |
|----|-----------------------------------|----------------------------------------------------------------------------------------|----|------------------|
| 1) | NAME                              | Capital Projects                                                                       |    |                  |
| 2) | CENTRE NUMBER                     | CH 00203                                                                               |    |                  |
| 3) | YEAR OF ORIGIN                    | 1976                                                                                   |    |                  |
| 4) | PURPOSE                           | To finance various capital projects.                                                   |    |                  |
| 5) | FUNDING SOURCE(S)                 | Allocation from year-end surplus, where available, capital development and lot levies. |    |                  |
| 6) | PRESENT BALANCE:                  |                                                                                        |    |                  |
|    | PER GENERAL LEDGER                | as at April 30, 1991                                                                   |    | \$ 8,276,983     |
|    | LESS: ACTUAL COMMITMENTS          | \$ 41,375                                                                              |    |                  |
|    | 1991 Capital Requirements         | 5,917,000                                                                              |    |                  |
|    | : MEMO COMMITMENTS                |                                                                                        |    |                  |
|    |                                   |                                                                                        |    | <u>5,958,375</u> |
|    | AVAILABLE BALANCE                 |                                                                                        |    | \$ 2,318,608     |
|    |                                   |                                                                                        |    | =====            |
| 7) | IS THE AVAILABLE BALANCE ADEQUATE | YES                                                                                    | NO | X                |

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CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Hamilton Public Library - Capital Projects
- 2) CENTRE NUMBER CH 00204
- 3) YEAR OF ORIGIN 1981
- 4) PURPOSE To finance various capital projects such as Capital Equipment and furnishings.
- 5) FUNDING SOURCE(S) Operating surplus from Hamilton Public Libraries.  
Item 4 of the 9th Report of the Finance Committee adopted by City Council April 14, 1981.

6) PRESENT BALANCE:

|                           |                      |                |
|---------------------------|----------------------|----------------|
| PER GENERAL LEDGER        | as at April 30, 1991 | \$382,164      |
| LESS: ACTUAL COMMITMENTS  | \$                   |                |
| : MEMO COMMITMENTS - 1990 |                      |                |
| 1991 Capital Requirements | <u>298,000</u>       | <u>298,000</u> |
| AVAILABLE BALANCE         |                      | \$ 84,164      |
|                           |                      | =====          |

- 7) IS THE AVAILABLE  
BALANCE ADEQUATE
- |     |       |    |       |
|-----|-------|----|-------|
| YES | _____ | NO | _____ |
|     | _____ |    | _____ |
- X

NOTE: The funding requirement in the 1992-1995 Capital Budget Programme is \$795,000.



CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Park Improvements at Ivor Wynne Stadium
- 2) CENTRE NUMBER CH 00205
- 3) YEAR OF ORIGIN 1982
- 4) PURPOSE Renovation or improvement to Ivor Wynne Stadium.
- 5) FUNDING SOURCE(S) Originally funded from Net Revenue from beer sales.  
Item 9 of the 15th Report of the Finance Committee  
adopted by City Council August 3, 1982.
- 6) PRESENT BALANCE:
- |                          |                      |                    |
|--------------------------|----------------------|--------------------|
| PER GENERAL LEDGER       | as at April 30, 1991 | \$312,929          |
| LESS: ACTUAL COMMITMENTS | \$                   |                    |
| : MEMO COMMITMENTS       | _____                | _____              |
| AVAILABLE BALANCE        |                      | \$312,929<br>===== |
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE
- |     |       |    |       |
|-----|-------|----|-------|
| YES | _____ | NO | _____ |
|     | _____ |    | _____ |





CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Hamilton Entertainment and Convention Facilities Inc.  
Capital Projects
- 2) CENTRE NUMBER CH 00206
- 3) YEAR OF ORIGIN 1986
- 4) PURPOSE To finance various capital projects of the Hamilton Convention Centre, Hamilton Place and Victor K. Copps Trade Centre/Arena.
- 5) FUNDING SOURCE(S) Operating surplus from the H.E.C.F.I. (principle of setting up reserve was established as per Item 4 of the 9th Report the Finance Committee adopted by City Council April 14, 1981).
- 6) PRESENT BALANCE:
- |                           |                      |                |
|---------------------------|----------------------|----------------|
| PER GENERAL LEDGER        | as at April 30, 1991 | \$1,098,663    |
| LESS: ACTUAL COMMITMENTS  | \$                   |                |
| 1991 Capital Requirements | 388,000              |                |
| : MEMO COMMITMENTS        |                      |                |
|                           |                      | <u>388,000</u> |
| AVAILABLE BALANCE         |                      | \$ 710,663     |
|                           |                      | =====          |
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE YES \_\_\_\_\_ NO X

NOTE: The funding requirement in the 1992-1995 Capital Budget Programme is \$1.1 million.



CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Hamilton Entertainment & Convention Facilities Inc. -  
Hamilton Place - Capital Projects  
Ticket Surcharge.
- 2) CENTRE NUMBER CH 00207
- 3) YEAR OF ORIGIN 1984
- 4) PURPOSE To finance major capital budget items.
- 5) FUNDING SOURCE(S) .50¢ Ticket Surcharge
- 6) PRESENT BALANCE:  
  
PER GENERAL LEDGER as at April 30, 1991 \$302,701  
  
LESS: ACTUAL COMMITMENTS \$14,666  
  
: MEMO COMMITMENTS \_\_\_\_\_ 14,666  
  
AVAILABLE BALANCE \$288,035  
=====
- 7) IS THE AVAILABLE  
BALANCE ADEQUATE YES \_\_\_\_\_ NO X





CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME PARCIL Project
- 2) CENTRE NUMBER CH 00208
- 3) YEAR OF ORIGIN 1990 (Item 20 of the 24th Report of the Finance and Administration Committee adopted by City Council October 30, 1990.)
- 4) PURPOSE To finance the upfront cash requirements for the PARCIL Project.
- 5) FUNDING SOURCE(S) Reserve for Capital Projects.

6) PRESENT BALANCE:

PER GENERAL LEDGER as at April 30, 1991 \$3,225,209

LESS: ACTUAL COMMITMENTS \$

: MEMO COMMITMENTS 3,225,209 3,225,209

AVAILABLE BALANCE \$ 0  
=====

- 7) IS THE AVAILABLE  
BALANCE ADEQUATE YES X NO



CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Reserve for Hamilton SPCA Capital Project
- 2) CENTRE NUMBER CH 00209
- 3) YEAR OF ORIGIN 1990 (Item 17(a) and (b) of the 22nd report of F & A adapted by City Council September 25, 1990.)
- 4) PURPOSE To finance the eventual replacement of the Hamilton SPCA headquarters.
- 5) FUNDING SOURCE(S) From Reserve for Capital Projects.
- 6) PRESENT BALANCE:
 

|                          |                      |                    |
|--------------------------|----------------------|--------------------|
| PER GENERAL LEDGER       | as at April 30, 1991 | \$242,094          |
| LESS: ACTUAL COMMITMENTS |                      |                    |
| : MEMO COMMITMENTS       |                      | _____              |
| AVAILABLE BALANCE        |                      | \$242,094<br>===== |
- 7) IS THE AVAILABLE BALANCE ADEQUATE
 

|     |       |    |       |   |
|-----|-------|----|-------|---|
| YES | _____ | NO | _____ | X |
|     | _____ |    | _____ |   |

NOTE: Decision on final plans for this project has yet to be made.





CITY OF HAMILTON

TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

|    |                                      |                                                                                                    |                    |
|----|--------------------------------------|----------------------------------------------------------------------------------------------------|--------------------|
| 1) | NAME                                 | City Vehicle Insurance                                                                             |                    |
| 2) | CENTRE NUMBER                        | CH 00290                                                                                           |                    |
| 3) | YEAR OF ORIGIN                       | Prior to 1964                                                                                      |                    |
| 4) | PURPOSE                              | To drlg-indutr vehicle accident liability up to \$100,000 (minimum balance requirement \$500,000). |                    |
| 5) | FUNDING SOURCE(S)                    | Current Estimates - vehicle premiums charged to departmental accounts.                             |                    |
| 6) | PRESENT BALANCE:                     | as at April 30, 1991                                                                               |                    |
|    | PER GENERAL LEDGER                   |                                                                                                    | \$514,279          |
|    | LESS: ACTUAL COMMITMENTS             | \$                                                                                                 |                    |
|    | : MEMO COMMITMENTS                   | _____                                                                                              | _____              |
|    | AVAILABLE BALANCE                    |                                                                                                    | \$514,279<br>===== |
| 7) | IS THE AVAILABLE<br>BALANCE ADEQUATE | YES                                                                                                | NO                 |
|    |                                      | <u>      X      </u>                                                                               | <u>          </u>  |
|    |                                      | <u>          </u>                                                                                  | <u>          </u>  |







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